
What is a Site Plan?

A site plan is a graphic representation of a proposed development project. It shows the location of all existing and proposed buildings, fences, parking lots, streets, etc.

Site plans are required for most development except individually developed single family and two-family homes. They are necessary to determine whether a proposed building project is consistent with all City land development regulations

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What is needed to apply for a Site Plan review?

- A completed “Application for Preliminary Site Plan Approval,” which may be obtained at the Department of Development.
- Eight (8) copies of the preliminary site plan on sheets not to exceed 24” x 36” and folded no larger than 9” x 12”.
- One copy of the “Site Plan Checklist.”
- A \$250 application fee.

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What is the basis for the review process?

There are certain codes and ordinances, found in Article 16 of the city’s Zoning Ordinance and the site plan checklist, that are followed as the basis for the site plan review.

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What are the steps in the Site Plan process?

1. All applicants are encouraged to request a pre-application review conference. The purpose of the conference is to discuss the basic site plan, off-street parking, signs and other City ordinance requirements, utilities and drainage, and to consider preliminary features of the proposed development as they relate to Article 16 of the Zoning Ordinance.
2. All required plans, forms, and fees are submitted to the Department of Development.
3. The Director of Development will circulate the plans to the relevant departments and other agencies for written comment.
4. The Director will approve or deny the proposed site plan.

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How long does the process take?

The site plan process takes about one and a half (1 ½) months.

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What types of inspections are required for compliance with the approved Site Plan?

- Inspections will be made during the installation of off-site and on-site improvements by the City Engineer or his designated representative to ensure compliance with the approved site plan.
- The owner or developer will make one (1) set of approved plans available at the site at all times that work is being performed.

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How long is an approved Site Plan valid?

An approved site plan will expire and become null and void if no building permit has been obtained for the site in twelve (12) months after the final approval. However, the Director of Development or the Planning Commission may grant an extension of one (1) year.

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For more information contact:

Department of Development
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Hopewell, VA 23860
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Site Plans



Land Development Brochure

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